

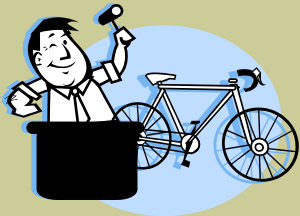
Brickyard News

Special points of interest:

- Personnel Updates
- Surplus Vehicles
- Helpful Hints
- April Training Schedule

Auction Information

The next auctions will be held on April 13 & May 11. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.



LA Property Assistance Agency

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1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Louisiana Property Assistance Agency

Personnel Updates: Retirements



We have several LPAA employees that are retiring in April— **Mrs. Susie Barthel**-Director of General Services, **Mrs. Evie Matthews**— Administrative Coordinator, & **Ms. Vera McClain**-Administrative Coordinator.

We are so sad to see them go, but wish them the best in their retirement!

Surplus Vehicles: REMINDERS

NO EMERGENCY LIGHTS

⇒ LPAA does not accept vehicles containing emergency lights as specified in **RS 32:327 D**. This means LPAA will not pick up or receive vehicles with lights installed that flash red or blue, or a combination of red/blue/white, and includes lights mounted on the roof, in the front or back dash, under the hood, or headlights and/or turn signal lights that flash in those same color schemes. In addition to vehicles used for law enforcement, ambulances and other types of emergency response vehicles are also included in this requirement. And while nothing prohibits sirens and emergency radios from being sold to the public, LPAA strongly suggests agencies consider removing those items before surplus a vehicle.



MANDATORY: CONDITION REPORTS & IMPORTANT DOCUMENTS

⇒ When surplus a vehicle, the property manager will need to create a surplus transfer. Prior to delivering the vehicle, the agency must send LPAA the transfer, original title, and condition report. It is VERY important that LPAA receive all three of these documents before we can accept the vehicle. Agencies have been bringing vehicles to surplus with no condition report. This is a requirement and must be done. The condition report can be found on our website in the Online Forms section. In addition, if the title cannot be found, duplicate titles can be obtained through the Office of Motor Vehicles.

Helpful Hints

Receiving Assets on a Transfer

⇒ When receiving property on a Transfer that is transferring assets from one agency to another there are a few steps to remember in order to successfully receive the items. You must follow these steps completely in order to properly receive the items. Items are not received just by pulling up the transfer and clicking receive.:



Qty Rcvd *	Cost	New Asset Number	Location	Status *	Recv Date *
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	In Transfer	03/26/2013
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	In Transfer	03/26/2013

1. Click Receive at the bottom of the transfer detail page.
2. This will bring you to another screen where you will enter information in order to receive:

Receiving Non-tagged Assets: If you are receiving a non-tagged asset on the transfer, change the **Quantity Received** to the number of assets you are receiving, the status from **In Transfer** to **Received** and click **Save**.

Receiving Tagged Assets: If you are receiving a tagged asset on the transfer you will need to put in a **New Asset Number**, **Location** (one of your location codes), change the status from **In Transfer** to **Received** and click **Save**. If an asset was already tagged by the agency that is transferring the asset to you then you must add it as a tagged asset on your inventory. Even if the asset is no longer worth \$1,000 or more, as long as the original acquisition cost was \$1,000 or more then the item must be tagged.

Making an item Unlocated

⇒ Many users assume that there is a long hard process in order to make an item unlocated, but it's actually very easy. In order to mark an item as unlocated:

1. Pull up the **Asset Detail Page** for the asset that you want to change to **unlocated**.
2. On the upper right side of the page you will see an empty field that says **Unlocated Year**. In this field, type in the current year, click save and the status will change from **Active** to **Unlocated**.

Status *	<input type="text" value="Active"/>	
Unlocated Year	<input type="text"/>	

Status *	<input type="text" value="Unlocated"/>	
Unlocated Year	<input type="text" value="2010"/>	

Labeling Surplused Items

⇒ As stated in the previous Brickyard News, please remember that all items being surplus to the LPAA warehouse must be tagged with the proper labeling in order to be received. The tags must contain the **transfer number**, the **asset number** and the **item description**. Having items labeled is a mandatory part of surplus them!

Transfer #
Asset #
Item Description

“As Of” Report

- ⇒ Just a reminder, the “As Of” Report has been removed from the Reports page. If you are in need of this report, please contact Whitney Williams at Whitney.Williams@la.gov.



Designation Of Property Manager Forms

- ⇒ In order to properly designate someone as Property Manager, they must first be listed as a user in the Asset Management System. We have been receiving numerous property manager designation requests for individuals who are not yet registered in the system as an AMS user. If the new property manager is also a new AMS user then the **Property Manager Designation** form must be accompanied with a **User ID Request Form**. All of these forms can be found on our website in the Online Forms section or upon request by e-mailing Whitney Williams at Whitney.Williams@la.gov.

Location Code Indexes

- ⇒ The property location index is required and used to keep track of the physical location of property within the agency. This index must be kept current and submitted to LPAA after any modifications and with the annual inventory certification. To create a location index, download your agency’s location codes from AMS. With the codes, create a cross-walk of information. Here is an example:
- 0001 = Compliance Section at 1059 Brickyard Lane
 - 0002 = Administration Section at 955 Brickyard Lane
 - 0003 = Auction Office at 1255 Brickyard Lane

April Training Schedule



The **training schedule** has been set for April. If you would like to attend property/fleet or AMS training, you can sign up through LPAA’s website at www.doa.la.gov/lpaa/training.htm. The dates and times of each class are listed below:

Type	Instructor	Location	Date	Time
AMS 8	Whitney Williams	LPAA	April 24, 2013	8:30 am — 11:30 am
Property Rules & Regulations	Tom Lohman	LPAA	April 24, 2013	12:30 pm — 3:30 pm
Fleet Rules & Regulations	Tom Lohman	LPAA	April 25, 2013	8:30 am — 11:30 pm

If you have any questions that you would like reviewed in detail in the Brickyard News, send an email to whitney.williams@la.gov.

